



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 01/09/2015	Employee Requisition Number ER-15097	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DATABASE ANALYST/PROGRAMMER (GIS)</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: GEOSPATIAL SUPERVISOR	Location: Okmulgee	Location Code: 219	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the GIS Manager, the Database Analyst/Programmer is needed to provide knowledge and support to the relational database management system maintained by the Geospatial Department. The Database Analyst/Programmer will support daily operations/activities for the department and maintain the database. The Database Analyst/Programmer is responsible for design, development, testing and support of all database components that may utilize mobile, desktop and server technology. This position requires the ability to solve complex problems and visualize new perspectives on existing solutions to improve performance, and efficiency. All other duties assigned that may involve geospatial technology.
Principal Duties and Responsibilities:	<p>Knowledge of Microsoft products and spreadsheet programs including Excel and Access</p> <p>Assist with functional requirements gathering and documentation creation</p> <p>Knowledge of current relational database management systems technology and best practices</p> <p>Knowledge of current programming languages, developing queries, and custom reports</p> <p>Troubleshoot, resolve, and document daily issues</p> <p>Provide system software maintenance and operator training if needed</p> <p>Design and develop user-friendly interfaces to system databases</p> <p>Use current industry-standard development procedures and ability to integrate various means of information and aggregate into a RDBMS</p>



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	<p>Analyze, design, develop, document, modify and/or create, test, and implement database applications</p> <p>Self motivated and capable of figuring out processes</p> <p>Work with other departments, team leaders and others to produce results</p>
Minimum Requirements:	Bachelor's degree in Management Information Systems, Computer Science, Information Technology, or directly related discipline required
Preferred Requirements:	Master's degree in Management Information Systems, Computer Science, Information Technology, or closely related field. Proficient in Microsoft Operating Systems, XML, Python, Java, .Net, SQL, Oracle, REST, Visual Basic. etc.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

### Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☐ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles      ☐ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☐ Vibration      ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.